

# Request to Present at Breakout Session

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Email Address]  
[Your Phone Number]

[Conference Organizer's Name]  
[Conference Name]  
[Conference Organizer's Address]

Dear [Conference Organizer's Name],

I hope this message finds you well. I am writing to formally request the opportunity to present at a breakout session during the upcoming [Conference Name] scheduled for [Date(s) of Conference].

As a [Your Position/Description of Background], I believe that my topic on [Proposed Topic Title] would provide valuable insights to attendees. This session would encompass [Brief Description of Content and Objectives].

I am passionate about sharing my knowledge and engaging with fellow professionals in the field. I have previously presented at [Any Relevant Conferences or Events], which has equipped me with the skills to deliver an impactful session.

Thank you for considering my request. I look forward to the possibility of contributing to the conference and sharing my expertise.

Warm regards,

[Your Name]